

30 September 1954

TO : Chief, Technical Review and Policy Staff
FROM : Chief, Administrative Staff
SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

(1) Received revised draft of proposed [redacted] Real Estate and Construction, Assignment from ODYOKE Establishments, for final internal review. 25X1

(2) Reviewed the "rough" draft of proposed [redacted] Executive Furnishings, ~~for~~ ^{with} representative of the Supply Division. Target date for submission of regulation to Regulations Control Staff is November 1954. 25X1

(3) Proposed Agency Regulation [redacted] Dissemination of Intelligence and Intelligence Information, was forwarded to the Regulations Control Staff for coordination and publication. 25X1

b. Logistics Office Notices and Instructions (continued item)

Preparation of Logistics Office Organization Manual (LI 1-140 series) is progressing on schedule.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Eleven applications for the Fifth Logistics Support Course have been received to date. Individual evaluation conferences are being held with students who recently completed the fourth course.

b. Records Survey (continued item)

No change.

c. Survey of Numbered Forms Used in Logistics Office (completed item)

This item is considered as completed with last week's report.

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d. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The Technical Accounting Staff is continuing to develop the procedure for the maintenance of the consolidated "03" account covering all transportation funds of the Agency. Informal information received indicates that the Technical Accounting Staff will refrain from indicating where the maintenance of this responsibility should be lodged within the Logistics Office, leaving such a decision up to the Chief of Logistics. *some strong reasons for getting this under the*

e. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

Memorandum has been received from the Chief, Printing and Reproduction Division which states that the Division will be unable to cope with workload involved in the subject function without an increase in personnel; however, an additional request has been received by the Division from OCD to make the initial distribution of an OCI handbook publication. The Chief, Printing and Reproduction Division believes the workload of these two projects could be adequately handled by the addition of one position to their T/O.

At the request of ACOP, a representative of this Staff set up a meeting with the Executive Officer, OCD, to discuss the problem of initial distribution of regulations and other publications by the Printing and Reproduction Division. The meeting was attended by Messrs. [redacted] of this office, and Messrs. [redacted] of OCD. It was informally agreed that initial distribution of publications produced in large quantities such as the [redacted] the NIS and regulations, could be handled more efficiently and economically by the Plant provided an adequate staff is available to perform the workload. Further study is being made of this problem for the purpose of determining the total workload involved.

f. Staff Support for the Headquarters Board of Survey (continued item)

The SA/DD/A [redacted] advised on 28 September that Regulation [redacted] is being changed to include a representative of the operating components of the Agency as a member of the Board on surveys pertaining to their respective components.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

The on-duty strength for the week ending 29 September 1954

(2) Basic Intelligence Course (continued item)

No change.

(3) Logistics Supervisory Training Program (continued item)

It is anticipated that Career Service meetings will be completed in the next two weeks, and that the supervisory conferences will be starting in mid-October.

(4) Logistics Training Program (continued item)

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Mr. [] newly assigned to the Administrative Staff, LO, is engaged in an orientation tour of Logistics Divisions this week.

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Mr. [] DD/P, has begun a one month on-the-job training program in the Supply Division.

Seven Logistics personnel attended the TSS orientation program on 29 September 1954.

(5) Non-CIA Training (new and completed item)

Two Logistics personnel have been enrolled in part-time outside, specialized training under Agency auspices, one at the University of Maryland and one at the Department of Agriculture Graduate School.

(6) DD/A Training Officers' Meeting (new and completed item)

The following problems were discussed at the monthly DD/A Training Officers' Meeting:

(a) Revised procedure for submitting applications for non-CIA training.

(b) Determination of need for individual course announcements.

(c) Practicability of pre-testing for personnel taking administrative type courses.

These problems will be discussed with Logistics Training Coordinators on 1 October 1954 and Logistics' opinions on the subjects will be presented at the next DD/A meeting.

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b. Mail and Courier Activities (continued item)

<u>Mail Activities</u>		<u>Increase or decrease from previous report</u>
Post Office Mail		
Incoming	4381	/ 107
Outgoing	<u>6873</u>	- 424
	11,254	- 317
Postage expended	\$ 805.27	/ 40.51
<u>Courier Activities</u>		
Scheduled courier trips	310	
Special courier trips	96	/ 33
Inter-Agency mail by courier		
Incoming	2010	/ 394
Outgoing	<u>1561</u>	- 544
	3571	- 150

c. Request for Construction (continued item)

No change.

d. Outline of Regulatory Issuances for Submission to LO/AS (continued item)

The final draft of the composite outline of regulatory issuances to be developed by Logistics Office in FY 1955 is being drafted.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

(1) Applications for Membership in CIA Career Staff (continued item)

No change.

b. Freight Elevator at bldg. (continued item)

No change.

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